

Brad Schmid

Professional accountant with over ten years of experience in GAAP accounting practices. Proven track record of delivering accurate and timely results to management teams. Able to use several different accounting packages and assimilate quickly to other packages.

Work Experience

TrimaxSecure Project Work:

Bookkeeper, PMI, MN

September 2020 - Present

Responsible for ensuring sound financial management and reporting to safeguard the fiscal health of PMI, MN, establishing necessary checks & balances and operational transparency to align with PMI, MN management best practices:

- Assisted the Treasurer with annual budget development for review, revision and final Board approval
- Maintained Chapter financials in accordance with GAAP
- Maintained an accurate chart of accounts, by facilitating the properly authorized accounts receivable and accounts payable processes
- Monitored and reported the investment portfolio to the Treasurer
- Processed, recorded and deposited income, including advertising and sponsorship sales, event registrations and the chapter's portion of member dues
- Prepared and forwarded invoice statements to attendee, sponsors, and in-kind donor companies and organizations, as necessary
- Provided daily cash management for all PMI, MN accounts
- Reconciled all PMI, MN cash accounts to bank statements
- Reconciled all PMI, MN credit card statements
- Reconciled all income to the PMI, MN general ledger
- Created, posted and entered all journal entries
- Maintained all financial historical data related to chapter event attendance, new members and financial records
- Provided support to the annual audit process and prepared the necessary work papers requested by the independent auditor
- Posted any adjusting entries arising from the annual audit and reconciled the general ledger to the audited financials
- Coordinated the preparation and distribution of 1099s to the appropriate companies and contractors
- Responded to all tax inquiries and requests
- Provided monthly financial statements, which include a Balance Sheet, Statement of Profit & Loss showing the annual budget, Year to Date (YTD), prior month's income and expenses and variance

- Created, reviewed and distributed reports to the GMC PCMA Treasurer, or the entire Board each month, as directed by Treasurer
- Prepared and shared with the Board a Revenue and Attendance Recap within 30 days of the conclusion of a PMI, MN event
- Prepared and shared with the Board an additional recap report upon reconciliation of the final event numbers
- Maintained the recaps as historical reference documents

Senior Accountant, Aspen Waste System

Jan 2015-Present

- Handle Aspen Waste's Des Moines office accounting functions
- Duties include all month end journal entries, sales tax filings and payment, approving invoices for payment, filling 1099, and all tax related record keeping.
- Compile a daily cash report. This consists of pulling data from Aspen's 5 companies and combing all the data into one management report. Aspen Waste revenue is \$100 million
- Create and distribute monthly and quarterly reports to the Management team
- Handle all the accounting functions for the Owner's real estate holding that include major apartment buildings

Staff Accountant, Materials Processing Inc

August 2010 - Dec 2014

- Ensure the auditors had all schedule, work papers, and confirmation from customers and vendors
- Handle all activities in accounts payable. Ensure timely payments of Vendor invoices
- Filing / Competing sales tax and use tax returns in a timely manner for Minnesota and Pennsylvania
- Bank Reconciliations/ General ledger reconciliations
- Prepare Financial reports for the owner and the bank
- Help HR process Payroll and make sure all entries are correct in the accounting system
- Manage the inventory team, made sure counts were accurate and controls were in place to make sure everything was recorded

Accounts Payable, Sybaritic

- Handle paying all vendor invoices. Major vendor located overseas, dealt with letter credit and wire transfer to overseas
- File over 10 state sales tax returns on a monthly basis.
- Work with production, to create bill of material for new product, calculating overhead cost, and monthly inventory counts.

Accounts Receivable, Sybaritic

- Responsible for invoicing \$25 million in sales a year
- Responsible for daily sales report
- Collection calls and doing the daily deposit

Education:

University of Minnesota/ Carlson Business School

Bachelor in Business with an emphasis in accounting.

Multiple times on the Dean List

Accounting Systems Experience:

Accounting Mate (VAM), QuickBooks, AppFoldio, Net Suite, MAS 90, SAP.

Sales Tax software: AvaTax

Fixed Assets: Sage

Payroll: Intuit, Paychecks